

25X1

~~SECRET~~

13 November 1953

25X1

~~CONFIDENTIAL~~  
MEMORANDUM FOR: Chief, Support Staff  
SUBJECT : Weekly Activity Report

A. PROGRESS REPORT - OLD PROJECTS

25X1

1. [ ]

25X1

a. Mr. [ ] has been interviewed by representatives of NEA and EE for possible assignment. No definite word has been received to date concerning possibility of assignment.

25X1

b. No information has been received from the field concerning the availability of Mrs. [ ] for Headquarters assignment.

25X1

2. [ ]

25X1

25X1

a. A memorandum from the Chief, Support Staff authorizing the Commanding Officer to resign Mrs. [ ] in absentia was forwarded to [ ]

25X1

25X1 25X1

c. [ ] All official documents for [ ] the operation have been assembled including a memorandum of authorization from the [ ]. The procedure is being prepared in final form for transmittal to the Commanding Officer, [ ]

25X1

25X1

25X1

3. [ ]

25X1 25X1

a. The Chief, Support Staff is arranging [ ] with the [ ] in connection with FCC radio frequency application.

b. The weekly report of utilization of [ ] facilities is attached.

25X1

B. ITEMS OF CURRENT INTEREST - NONE

25 YEAR RE-REVIEW

C. NEW PROJECTS DURING WEEK

1. Near East Area and Language Training Program. The [ ] papers for the two students in the program have been processed on to the Liaison Control Branch. In view of late start in processing, it is expected that [ ] may not be completed prior to 15 January 1954.

25X1

25X1

~~CONFIDENTIAL SECRET~~

25X1

D. ITEMS OF ADMINISTRATIVE INTEREST

**CONFIDENTIAL**

1. Classified Information. The Administrative Officer and Security Officer attended a meeting on 13 November concerning the new Executive Order revising the regulation governing the origination, handling, and transmission of classified information. The Security Office is preparing an Agency Notice which will revise the present system effective 15 December 1953.

2. [ ]

a. Disposition of surplus [ ] construction material [ ] has been discussed with the Logistics Office. Disposal plans are expected to be completed by the end of this week and will be conveyed to the [ ] at that time.

b. Previous report that the manual tie-line to [ ] had been discontinued was incorrect. The request has been placed with [ ] by the [ ] who requested a status report from the [ ] on 12 November.

c. [ ] Insurance. The security and administrative problems involved in covering [ ] personnel under the plan were discussed with the Administrative Officer, [ ]. Recommendations are being prepared by the AO/OTR concerning the categories of personnel eligible for the insurance and the procedures for submitting applications and claims.

d. Top Secret Control. A Top Secret Control procedure for [ ] has been agreed upon. The necessary official approvals for establishing the TS Control Area have been submitted.

3. Scheduling of use of all OTR classroom space has been assigned to the Supply & Services Section and an OTR Notice to this effect will be published in the near future.

4. First Quarter Fiscal Year 1954 expenditures and obligations reports were submitted to OTR Division and Staff Chiefs.

5. Messrs. [ ] attended the Third Annual Symposium of the Federal Government Accountants Association on Tuesday, 10 November.

6. Both Mr. [ ] are on military leave. This conflict occurred because both had made arrangements for this leave before Mr. [ ] joined the Personnel Section.

7. The [ ] Branch has been abolished per se and the personnel and positions have been unofficially integrated with those of the Intelligence School.

**CONFIDENTIAL**  
~~SECRET~~

[ ] Administrative Officer, OTR